



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Policy for Lone Working

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Approval date	15 May 2012	Responsibility for implementation	As defined within the HSE Corporate Safety Statement
Revision date	15 May 2014	Responsibility for review and audit	Area HR Directors AND HR Services

Signature Sheet

I have read, understood and agree to adhere to the attached Policy and Procedure:

[illegible]

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1.0 Policy Statement:

- 1.1 It is the objective of the Health Service Executive (HSE) to effectively manage all risks to staff, service users and other persons, who may be affected by its activities.
- 1.2 The Health Service Executive acknowledges that some healthcare personnel are required to work alone.
- 1.3 In all circumstances when healthcare personnel work alone the HSE will ensure, in accordance with its legal obligations, to subject the work to hazard identification and risk assessment(s) and ensure that agreed control measures are put in place to eliminate those hazards or reduce the risk as far as reasonably practicable.
- 1.4 The aim of the HSE Policy for Lone Working is to ensure that appropriate measures are in place to provide safe systems of work for those who work alone. In addition it aims to bring about a reduction of any foreseeable risks and to provide detailed arrangements for staff who work alone and all those affected by our activities
- 1.5 The HSE will continuously monitor and review current service arrangements for lone workers with a view to ensuring that appropriate resources are available for the implementation of safe work practices, the provision of appropriate training and the provision of relevant health and safety equipment.

2.0 Purpose

- 2.1 The principle purpose of this Policy is to ensure a safe and healthy working environment for all lone workers employed by the Health Service Executive by developing a continuum of responses that ensure an environment where staff, service users and visitors are safe.
- 2.2 In addition, the Policy requires the HSE to reduce, so far as is reasonably practicable, all reasonably foreseeable risks associated with Lone Working and to detail arrangements to achieve this reduction in line with legislative requirements.
- 2.3 This Policy and the associated Guideline document have been developed to provide guidance to management and staff regarding best practice in order to maintain personal safety while working alone.
- 2.4 Individual services must develop local Standard Operating Procedures/ Guidelines to support the implementation of this Policy and the associated Guidelines in their area.

3.0 Definitions;

- 3.1 *"Lone Workers"* are those who work by themselves without close or direct supervision.
Source: Health and Safety Authority

4.0 Legislation

- 4.1 The Safety, Health & Welfare at Work Act, 2005 requires all employers to provide among other things, safe places and safe systems of work.
- 4.2 "Without prejudice to the generality of Section 19 of the 2005 Act, an employer shall, in identifying hazards and assessing risk under that section, take account of particular risks, if any, affecting employees working alone at the place of work or working in isolation at remote locations" (Regulation 2(3) of 2007 Regulations).
- 4.3 Refer to the associated HSE Guidelines for Lone Workers for a comprehensive list of the relevant legislation.

5.0 Responsibility

- 5.1 The Corporate Safety Statement outlines the Chief Executive Officer's commitment to safety, health and welfare at work for staff and all those who are affected by the activities of the Health Service Executive.
- 5.3 Refer to the associated HSE Guidelines for Lone Workers for a comprehensive list of the relevant legislation.

6.0 Frequency of Review

- 6.1 This policy will be reviewed at least annually or sooner if dictated by circumstances, and will include appropriate consultation with trade unions.

7.0 Method used to review operation of the Policy

- Audit levels of local implementation of this Policy.
- Review of incidents /near misses in order to determine effectiveness of these guidelines (i.e. to identify trends/patterns)
- Monitor staff practices in relation to compliance with these guidelines

8.0 References

- Health and Safety Authority (2006) Lone Workers Frequently Asked Questions
- HSE Corporate Safety Statement (2009)
- Health and Safety and Welfare at Work Act (2005)
- Health and Safety Executive, Working Alone Controlling the Risks of Solitary Work (1998)

9.0 Appendices

None.